

# Meeting Mechanics Summary: “Running The Board”

STEP IN THE PROCESS	GOALS OF THIS STEP	RULES OF THIS STEP	WHERE THE INFORMATION GOES IN THE ABC PARADIGM
Problem Identification	Identify the problem	Open Ended Format All Participate Prioritize Concerns	Column “ <b>Behavior</b> ”
Problem Specification	More specifically understand the problem: <ul style="list-style-type: none"> <li>Operationalize the behavior</li> <li>Antecedent analysis (variables associated with the behavior)</li> <li>Antecedent variables focus</li> </ul>	Operational Definitions Data Analysis Antecedent Variables Focus	Column <b>B</b> : Operationalize behaviors  Column <b>A</b> : Antecedent analysis/variables associated with the behaviors
Brainstorming 6-8 Minutes	<ul style="list-style-type: none"> <li>Identify possible solutions to the problem</li> <li>Antecedent strategy focus</li> </ul>	All Ideas Are Good Ideas Don't Explain / Defend Professional Role Elimination Develop Best Idea In Room	To the LEFT of the ABC analysis / antecedent focus
Cluster & Prioritize	<ul style="list-style-type: none"> <li>Clarify developed solutions</li> <li>Organize solutions into clusters (3 primary)</li> <li>Prioritize clusters for implementation</li> </ul>	Clarify Ideas Cluster Similar Ideas Prioritize Through Sequencing	N/A
Implementation Variables	<ul style="list-style-type: none"> <li>Identify barriers to implementation (brainstorm solutions, if necessary)</li> <li>Identify resources needed to implement plan</li> </ul>	All Participate Don't Let Barriers Paralyze	N/A
Assign Responsibilities	<ul style="list-style-type: none"> <li>Team roles/responsibilities</li> <li>Action plan development</li> </ul>	ALL Team Members Assigned Responsibilities Action Plan Driven	N/A